

## **Job Opportunity**

**Date:** June 23, 2006

**Position Title/Rate:** Bailiff-\$11.55/hr

**Department/Division:** **Judge Thomas Dunevant III**  
**Superior Court Judge – Tax & Civil Court**

**Location:** 101 W. Jefferson, Phoenix

**Job Requirements:** Bailiff minimum qualifications include a High School Diploma or GED

**Comments:** Judge Thomas Dunevant III seeks a full-time Bailiff to begin as soon as possible. This recruitment is ongoing until the position is filled. All interested applicants should mail, or fax their résumé immediately to:

**The Honorable Thomas Dunevant, III**  
**East Court Building, Suite 412**  
**101 W. Jefferson**  
**Phoenix, AZ 85003**  
**Fax: (602) 506-8843**  
**Please include cover sheet:**  
**ATTN: Judge Dunevant, III**

### **JOB SUMMARY:**

Under limited supervision, provides coordination of courtroom proceedings and performs a variety of legal and clerical duties related to the performance of a Superior Court division.

### **PRIMARY DUTIES OF THE POSITION:**

Orders or prepares files and daily calendar for the Court; schedules hearings; prepares courtroom for trial; manages courtroom during proceedings; assists visitors, jurors and pro pers with explanations, directions, and instructions; responsible for the jurors; assists witnesses and attorneys during courtroom proceedings; distributes the Calendar of Court proceedings as required; inputs to the integrated Court Information System (iCIS); may perform other tasks and duties as requested by the Judge or Judicial Assistant.

### **QUALIFICATIONS/EXPERIENCE/CERTIFICATION/LICENSURE REQUIRED:**

**Knowledge, Skills and Abilities:** High School Diploma or GED required. Knowledge of court procedures, legal terminology, legal research techniques, and the operation of e-courtroom equipment preferred.